

GOVERNMENT OF THE DISTRICT OF COLUMBIA POSITION VACANCY ANNOUNCEMENT RE-ADVERTISEMENT

CHILD AND FAMILY SERVICES AGENCY OFFICE OF HUMAN RESOURCES

ANNOUNCEMENT NO: CFSA-03-29

POSITION: Administrative Review Specialist (Bilingual),
DS-301-12

OPENING DATE: 01-06-03

CLOSING DATE: OPEN UNTIL FILLED

IF "OPEN UNTIL
FILLED," FIRST
SCREENING DATE: 01- 20-03

SALARY RANGE: \$49,627 -\$63,937 PA

TOUR OF DUTY: 8:15 a.m. - 4:45 p.m.
Monday - Friday

WORKSITE: WASHINGTON, D.C.

AREA OF CONSIDERATION: UNLIMITED

PROMOTION POTENTIAL:NONE

NO. OF VACANCIES: ONE

AGENCY: CHILD & FAMILY SERVICES AGENCY (CFSA), OPPD, ODDCP, OIA, QID

DURATION OF APPOINTMENT: ☒ Permanent ☐ Term (13 months to 4 years) NTE: Four (4) years ☐ Temporary
(Up to 1 year, Not-to-Exceed) _____

☒ This position IS in the collective bargaining unit represented by AFSCME Local 2401 and you may be required to pay an agency service fee through an automatic payroll deduction.

☐ This position IS NOT in a collective bargaining unit.

RESIDENCY PREFERENCE AMENDMENT ACT OF 1988: An applicant for a position in the Career Service or for an attorney position (DS-905) in the Excepted Service who is a bona fide resident of the District of Columbia AT THE TIME OF APPLICATION, may claim a hiring preference over a non-resident applicant by completing the D.C. 2000RP, Residency Preference for Employment Form, and submitting it with the D.C. 2000, Application for Employment. To be granted preference, an applicant must: (1) be qualified for the position; and (2) submit a claim form at the time of application. Except for employees entitled by law to preference, preference will not be granted unless the claim is made at the time of application.

BRIEF DESCRIPTION OF DUTIES: The incumbent interprets information, translates documents and provides a variety of casework resources and services to abused and neglected children and to families receiving federal foster care maintenance payments. Completes a pre-review of the electronic and hard copy case files at least 20 days prior to each scheduled Administrative Review, ensures that case plan and documentation is in place prior to 180 day Administrative Review, and reports critical case practice issues to the management staff. Conducts Administrative Reviews at least every 6 months and follows up on recommendations from the previous review, analyzes the facts from current review, and establishes target dates for consistency of services, planning and recommendations. Schedules Administrative Reviews at the end of each review and is flexible in terms of arranging convenient hours for participants of conference calls to ensure full participation in the process when possible. Compiles statistical data in order to identify and quantify problem areas, deficiency situations, and areas of imbalances and/ or similar factors in the operation of agency activities. Completes a monthly report for submission by the 5th of each month. Make recommendations for appropriate changes in program/policy and resource acquisition using the Barrier Report, which is completed by reviewers. Attends meetings, conferences and training sessions as appropriate.

QUALIFICATION REQUIREMENTS: One (1) year of specialized experience equivalent to at least the next lower grade, which has equipped the applicant with the particular knowledge, skills, and abilities to perform successfully the duties of the position and that is typically in or related to the work of the position to be filled.

LICENSE REQUIREMENT: Independent Clinical Social Worker License (LICSW) to practice Social Work in the District of Columbia.

EQUAL OPPORTUNITY EMPLOYER

D.C. Standard Form 1226 (Revised 9/93)

SUBMISSION OF RANKING FACTORS

The following ranking factors will be used in the evaluation process. All applicants **MUST** respond to the ranking factors **ON A SEPARATE SHEET OF PAPER**. Please describe specific incidents of sustained achievements from your experience that show evidence of the level at which you meet the ranking factors that have been determined to be of importance for the position for which you are applying. You may refer to any experience, education, training, awards, outside activities, etc., that indicate the degree to which you possess the job-related knowledge, skills, and abilities described in the ranking factors. The information given in response to the ranking factors should be complete and accurate to the best of your knowledge. **FAILURE TO RESPOND TO ALL RANKING FACTORS MAY ELIMINATE YOU FROM CONSIDERATION.**

1. Knowledge of social work principles, ethics and administrative/policy concepts and methods which are needed in order to manage the overall review process and to recommend changes in the review process;
2. Knowledge of Public Law 96-272, the Adoption Assistance and Child Welfare Act of 1980, and D.C. Law 2-22, the Child Abuse and Neglect Act of 1977, Public Law 105-89, Adoption and Safe Families Act of 1997, and the LaShawn Modified Final Order which are the legal mandates which must be adhered to in managing a review process in the District of Columbia.
3. Knowledge of agencies within the District of Columbia, such as the D.C. Superior Court, and private social services agencies, which service the same population followed in the Administrative Review process; and
4. Knowledge of family and child welfare theory and clinical practice and the concept of permanency planning and realistic goal setting to determine compliance with administrative and legal mandates.

DRUG-FREE WORK PLACE ACT OF 1988: "PURSUANT TO THE REQUIREMENTS OF THE DRUG-FREE WORKPLACE ACT OF 1988, THE INDIVIDUAL SELECTED TO FILL THIS POSITION WILL, AS A CONDITION OF EMPLOYMENT, BE REQUIRED TO NOTIFY HIS OR HER IMMEDIATE SUPERVISOR, IN WRITING, NO LATER THAN FIVE (5) DAYS AFTER CONVICTION OF OR A PLEA OF GUILTY TO A VIOLATION OF ANY CRIMINAL DRUG STATUE OCCURING IN THE WORKPLACE."

APPLICATIONS SUBMITTED FOR CONSIDERATION WILL NOT BE RETURNED TO THE APPLICANT, EXCEPT APPLICATIONS RECEIVED OUTSIDE THE AREA OF CONSIDERATION OR AFTER THE CLOSING DATE.

HOW TO APPLY: ALL APPLICANTS, AGENCY EMPLOYEES AND OTHER D.C. GOVERNMENT EMPLOYEES MUST SUBMIT THE DISTRICT OF COLUMBIA GOVERNMENT EMPLOYMENT APPLICATION, DC 2000.

<u>MAIL TO:</u>	Child and Family Services Agency Human Resources Administration 400 6 th Street, SW Washington, DC 20024	<u>WALK-INS:</u>	955 L'Enfant Plaza, 5 th Floor Washington, D.C. 20024
<u>TO APPLY:</u>			
<u>FAX TO:</u>	(202) 727-5750	<u>TELEPHONE:</u>	(202) 724-7373

IN ACCORDANCE WITH THE DC HUMAN RIGHTS ACT OF 1977, AS AMENDED, DC CODE SECTION 2.1401.01 et seq., ("THE ACT") THE DISTRICT OF COLUMBIA DOES NOT DISCRIMINATE ON THE BASIS OF RACE, COLOR, RELIGION, NATIONAL ORIGIN, SEX, AGE, MARITAL STATUS, PERSONAL APPEARANCE, SEXUAL ORIENTATION, FAMILIAL STATUS, FAMILY RESPONSIBILITIES, MATRICULATION, POLITICAL AFFILIATION, DISABILITY, SOURCE OF INCOME, OR PLACE OF RESIDENCE OR BUSINESS. DISCRIMINATION IN VIOLATION OF THE ACT WILL NOT BE TOLERATED. VIOLATORS WILL BE SUBJECT TO DISCIPLINARY ACTION.

SALARY REDUCTION OF REEMPLOYED ANNUITANTS: An individual selected for employment in the District government on or after January 1, 1980, who is receiving an annuity under any District government civilian retirement system, shall have his or her pay reduced by the amount of annuity allocable to the period of employment.

OFFICIAL JOB OFFERS ARE MADE ONLY BY THE OFFICE OF HUMAN RESOURCES